theResource

Volume 1, Issue 12, October 2012

Follow this and additional works at: https://digitalcommons.georgiasouthern.edu/theresource
Part of the Higher Education Commons, and the Human Resources Management Commons

Recommended Citation
https://digitalcommons.georgiasouthern.edu/theresource/10

This newsletter is brought to you for free and open access by the Human Resources at Digital Commons@Georgia Southern. It has been accepted for inclusion in theResource by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.
There’s a chill in the air, the holiday season is right around the corner, and our Fall Semester is well underway.

I hope you will take time to read our newsletter and note of some very important deadlines. Of major importance is our upcoming Benefits Fair scheduled for October 18 from 10:00 a.m. to 2 p.m. in the Nessmith-Lane Conference Center (Page 5). Open benefits enrollment for the 2013 plan year is scheduled for October 15 through November 9. New enrollment booklets have been mailed to your office address and please note that there are minimal changes this year. One important change is the reopening of our HMO plan. My staff and I are hoping to see you at the Fair!

If you are not already a member of our Medical Leave Assistance Program, you may now enroll in the program from October 15- through November 9 (Page 2). The program has been working well the past two years and the membership is growing.

We have some exciting news regarding our partnership with Graystone Advertising (Page 2) for them to provide a coordinated effort in advertising our faculty and staff positions. We selected Graystone Advertising to assist Georgia Southern with a consistent branding effort and to provide economies of scale when advertising multiple positions in the Chronicle of Higher Education and other mass media publications. The partnership will also realize significant savings to each department on campus.

Some of you may be interested in knowing that we have approximately 5,807 employees on campus as of this month. Included in that total is a record-high 3040 student employees (522 Graduate Assistants, 2319 Institutional Students, and 199 Work Study Students).

Stephanie Scott, current editor of theResource will be leaving the university at the end of the month and I would like to personally thank her for doing such a great job with our newsletter. She has been very creative with graphics, news bits, and reporting items of interest to you. We wish her well.

Thank you for your continued interest in receiving our HR newsletter, theResource.

Paul Michaud
Associate Vice President for Human Resources
61% of employees say they feel secure in their jobs, according to survey responses from roughly 3.3 million employees at more than 2,400 organizations. 

Source: HR Solutions Inc, Chicago

Recently, Georgia Southern University entered into an agreement with Graystone Group Advertising to assist our University in the design and placement of faculty and staff recruitment advertising in local, statewide, and national publications. In order to ensure the Georgia Southern brand is accurately portrayed, Graystone will serve as a centralized source of design for all print recruitment. The information below provides a brief explanation of how this agreement will affect the recruitment process for faculty and staff hiring.

**Faculty Hiring** - Upon determining that recruitment is needed, the Department Chair (or his/her designee) will contact Graystone at ads@graystoneadv.com. Representatives from Graystone will design the recruitment advertising and send it to the appropriate department representative. The representative will review and approve the recruitment ad. Graystone will send an invoice to the Georgia Southern Department of Human Resources and then the charges will be charged to the appropriate department.

**Staff Hiring** - The recruitment process will remain the same. Hiring managers will notify Human Resources of their recruitment selections, and then Nancy Whitfield, HR Coordinator, will work with representatives from Graystone.

Please contact Nancy Whitfield at (912)478-0628 or Demetrius Bynes at (912)478-5713 if you have any questions or concerns about this agreement.

More than 22% percent of 2,878 hiring managers surveyed say they are less likely to hire a candidate if he or she fails to send a thank-you note after an interview.

Source: Careerbuilder.com, Chicago

The Medical Leave Assistance Program fall enrollment is October 15, 2012, through November 9, 2012. If you would like to join, please complete the Medical Leave Assistance Program Membership form on our website and return to Human Resources by November 9, 2012. The opportunity to enroll again will not be available until May, 2013.

The Medical Leave Assistance Program allows a plan member to donate accrued sick and/or annual leave to a pool, or directly to another plan member who is unable to work due to a serious illness for an extended period of time and has exhausted all of his/her leave.

In order to be eligible for membership in the Medical Leave Assistance Program, a benefited employee must have at least 176 hours (combined annual and/or sick leave) and donate a minimum of sixteen (16) hours of annual and/or sick leave. After enrolling, an additional contribution of eight (8) hours per calendar year may be taken out annually in December to maintain membership status and to protect available hours in the pool for potential requests in the future.
Employment Update

60-Day Hiring Delay Report

All staff positions with a fund number of 10000, 10500, and 10600 are subject to the 60-day hiring delay. Note that the position cannot be filed prior to 60 days, but departments are encouraged to initiate the recruitment process as soon as notification of a vacancy occurs.

Contact Nancy Whitfield at (912)478-0628 or Demetrius C. Bynes at (912)478-5713 if you have questions or concerns.

Canned Food Drive

The Student Employment Center will host a Canned Food Drive from October 19th to November 9th. All items collected will be delivered to the Statesboro Food Bank. Collection bins will be provided at the following locations:

Academic Success Center, Admissions, College of Business Administration, Deal Hall, Henderson Library, Hollis Building, Human Resources, Financial Aid, Marketing and Communications, Nessmith-Lane Conference Center, Physical Plant, Recreation Activity Center, Wildlife Center.

Contact Shawn Williams at (912)478-7158 if you have any questions or concerns.

Did You Know?

Do you have a benefited staff vacancy? Do you have a short-term project and need a temporary staff member to complete the project?

The Department of Human Resources offers immediate staffing solutions through the Eagle Temps program. We recruit for professional, administrative, skilled, and unskilled labor positions. As soon as we are notified of a need, we can provide applicants for your review. Our goal is to provide top-quality temporary employees in an efficient manner. If you have questions about Eagle Temps, contact Jamie Thomas at (912)478-0520.
The Department of Human Resources will be hosting its fifth annual Benefits and Wellness Fair on Thursday, October 18, 2012. This drop-in event for Faculty and Staff will be held from 10:00 am to 2:00 pm in the Nessmith-Lane Conference Center.

Many of our benefit vendors will be at the Fair, along with several campus departments and numerous Eagle Perks vendors. There will be a loaded mashed potato bar from 11:30 am to 1:00 pm for the first 500 employees. There will also be door prizes and give-aways!

Georgia Southern University Health Services is sponsoring a flu vaccination clinic at the Fair this year in room 2908. Flu shots are $10 each for Faculty and Staff. Please bring your Eagle ID card with you to the Fair. Costs are refundable.

Also new to the Fair this year is the Operation Medication Drop sponsored by Georgia Southern University Public Safety. Items that can be dropped off include any unused or unwanted prescription or non-prescription medications, OTC medications, creams, ointments, lotions, and inhalers, as well as pet medications.

Items that CAN NOT be accepted include sharps, needles, lancets, syringes, medical waste products (such as used IV bags, bandages, gowns, or bio-hazard waste materials), and no products containing mercury or cadmium (including thermometers and hearing aids).

Please mark this date on your calendar. More information will be sent out closer to the Fair.

If you have questions, please contact Samantha Melton at extension 8-1538.

Open Enrollment Dates

October 15 – November 9

Human Resources will be offering benefit information sessions and is encouraging employees and spouses/ significant others to attend one-or-more of the following sessions:

HeritageBank of the South HSA Sessions:

Wednesday, October 17, 2012
2:00 p.m.
Nessmith-Lane Conference Center, Room 1909

and

Thursday, October 25, 2012
9:30 a.m.
Nessmith-Lane Conference Center, Room 1909

Lincoln Financial Workshop

Thursday, October 18, 2012
9:00 – 10:00 a.m.
Nessmith-Lane Conference Center, Room 1909

Open Enrollment Info. Session

Friday, October 26, 2012
9:00 – 10:00 a.m.
Nessmith-Lane Conference Center Assembly Hall

HeritageBank of the South Office Hours:

Human Resources Conference Room, Rosenwald Building

Monday, November 5 – 9:00 – 12:00
Tuesday, November 6 – 2:00 – 5:00
Wednesday, November 7 – 11:00 – 2:00
Thursday, November 8 – 9:00 – 12:00
Friday, November 9 – 2:00 – 5:00
As a faculty member, staff or student, you can accelerate your personal, professional or academic knowledge with e-Learning at any time of the day or night. Building a Better U (BBU) is only a click away, and there are endless possibilities at your fingertips.

- Customize your department’s training
- Assign courses to your staff or department
- Upload customized courses for your staff or campus
- Take self-paced courses and complete your 20 hours of professional development
- Prepare for certification exams
- Search through 3,500+ online courses
- Navigate through more than 100 NEW courses including:
  - SharePoint Online
  - New CISCO courses
  - New Adobe courses
  - Test Prep for Security
  - CompTIA® Advanced Security Practitioner (CASP)
  - Business Crisis Management
  - Call Center Operations
  - Client Relationships Management
  - Communicating Across Cultures

Access BBU by following these steps: Login to the MyGeorgiaSouthern Website with your MyGeorgiaSouthern account sign-on & password. Under My Services, click on the e-Learning System link with the mouse icon. For more information, please contact Ale Kennedy at alekennedy@georgiasouthern.edu or 478-1687.
When looking forward to next year, it can certainly be expected that upcoming trends in e-learning will drastically transform the way people learn. In the year 2013, there will be growth in the use of digital textbooks. As tablets and e-readers, such as the iPad and Nook are growing more popular, digital textbooks will be able to thrive. Additionally, one of the more influential trends that will impact 2013 learning is augmented reality. Augmented reality essentially means “increased reality”. Many apps using augmented reality are already being used and developed today. An example of how augmented reality may be used is with employee training. With augmented reality, a new employee will be able to walk around their place of work and observe as comments, video clips, and more will pop up on their tablet screen as they do so. As may be expected, the use of tablets will continue to grow in 2013 with the iPad expected to rule the market. When it comes to tablet use in the workplace, small companies are the innovative leaders. With time, some small organizations have expressed their interest in having all of their employees equipped with an iPad or other feature-filled tablet. This will greatly impact the learning environment for employees and trainers alike. It will be inevitable for workers to become up-to-date on technological advances within their company and with the many devices bound to come into play in 2013 within the workplace.


October is National Computer Learning Month!!

With our ever-changing high-tech society, it can be difficult to know exactly what features within your computer programs can be useful. If you’ve been waiting for the perfect time to learn more about technology and computers, October is the perfect month! National Computer Learning Month was created to encourage computer users to experiment with new computer features. If you have been having trouble with computer programs that you use on a daily basis, now is the time to get up to speed. An amazing resource to use is Georgia Southern’s Building a Better U e-learning system. The system provides access to training on Microsoft programs that can teach you the higher functions and more complicated features of the programs.

Source: http://www.bluehairtech.org/october-is-computer-learning-month/
The new four-week communication certificate series was held in September. This series was very popular for employees of all types and enriched their communication skills. Thank you to those who completed the series:

- Jo Hoch
- Terri Mason
- Rebecca Holloway
- Travis Hotchkiss
- Ling Zhao
- Kay DeLoach
- Leanne Sylvia
- Chermaleta Brown
- Daniel Jenkins

For more information, please contact Ale Kennedy at alekennedy@georgiasouthern.edu or 478-1687.

Congratulations to the individuals who completed all six sessions of the Summer 2012 Management Training Series.

**Session One:** Becoming a Manager

**Session Two:** Communicating as a Manager

**Session Three:** Roles and Responsibilities

**Session Four:** Developing Employees

**Session Five:** Creating a Positive Work Environment

**Session Six:** Managing Conflict

- Theresa Starling
- James Meade
- Sharteshia Jackson
- David Davis
- Annette Denson
- Daniel Jenkins
- Robin Janney
- Ronnie Anderson
- Debra Bever
- Ann Scott-Price
- Mary Jernigan
- Tim Stahl
- Becky Akins
- Karen Underwood
- Maya Mirzoeva
- Jason Anderson
- Alden Byrd

For more information on the next Management Training Series, please contact Ale Kennedy at alekennedy@georgiasouthern.edu or 478-1687.

The next series will be offered in January of 2013. Please check the training calendar towards the end of the year to register.
Join the University Wellness Program on the last Wednesday of every month for Wellness Wednesdays. Each Wellness Wednesday, employees have the opportunity to learn about various wellness topics:

- October  
  Stress Less

- November  
  Eat This, Not That

- December  
  Build a Better Back

Eagle Perks @ the Benefits Fair

Come check out the Eagle Perks vendors that offer great discounts to faculty and staff at this year’s Benefits and Wellness Fair. Below are just a few of the vendors coming:

- 180 Fitness
- 30 Volume Salon
- Coastal Empire Surgery
- Colonial House of Flowers
- Consumer Credit Counseling
- DeJa'Vu Upscale Resale
- Wireless Solutions
- TrenDee Salon
- The Flower Girl
- Walker Pharmacy
- University Tire
- Frills and Fancies
- Lori Grice Photography
- Silk and Purple
- Madame Couture’s Consignment Boutique
- Sam’s Club
- Statesboro Carwash
- GATAs
- Sports Emporium

Training Update

The following is a listing of upcoming training opportunities available for faculty and staff. Please log in to the HR Training site to register for classes: https://training.georgiasouthern.edu/courses/default.aspx.

- **Eagle Experience**– October 4th, 11th, 18th, and 25th
- **Dealing with Difficult People** - As pressures in the workplace increase, many professionals are finding there are more difficult people to deal with. All of us have our own communication style when dealing with others. This workshop will help you to recognize your personal communication style. It will also introduce several difficult personality styles and techniques to deal with each of them professionally and gracefully. This course will be held October 30th.
- **Communicate with Respect: Assertive Communication** - If you know what you want to say, then just say it. However, sometimes it is not that simple when doubt begins to enter your mind. This course will help you prepare assertive responses with confidence and strengthen your assertiveness skills. Topics covered: What is assertiveness, understanding the four communication styles, picking and planning your battles, and speaking with confidence. This course will be held November 13th.